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County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

February 28, 2005

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Second District

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To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

OFFICE OF AFFIRMATIVE ACTION COMPLIANCE MANAGEMENT PROMOTION EXCEEDING 10 PERCENT INCREASE

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we reviewed and recommend Board approval of the Office of Affirmative Action Compliance's (OAAC) attached request for the promotion of Mr. Floyd McDonald to the position of Senior Deputy Affirmative Action Compliance Officer at an annual salary of \$81,880 which places him within the second quartile of Salary Range 9. Board approval is required as the recommended salary increase exceeds 10%. The requested salary reflects a 19.4% increase from Mr. McDonald's current annual base salary of \$68,565.

Mr. McDonald is highly qualified with over 22 years of federal, State, and County experience which includes extensive investigation experience while working with the United States Air Force, the Department of Fair Employment and Housing (DFEH), and the Los Angeles County Sheriff's Department's Equity Investigations Unit. Mr. McDonald is currently a Deputy Affirmative Action Compliance Officer assigned to the Health Services Investigations Section. He is currently responsible for managing and supervising the investigation of employment discrimination complaints filed against the Department of Health Services (DHS). This responsibility includes evaluating and approving investigative reports, assisting in the development and implementation of the DHS Investigation Section's budget, developing and maintaining an effective complaint tracking system, and providing technical assistance on Title VII, Fair Employment and Housing Act and Equal Employment Opportunity provisions to DHS.

Each Supervisor
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The requested increase creates a 1.5% salary differential between the Senior Deputy Affirmative Action Compliance Officer and the highest paid subordinate staff. This 19.4% increase will not only resolve some of the salary compression issues within the department, but allow the OAAC to remain competitive to retain Mr. McDonald.

Mr. McDonald will be promoted to a vacant budget position critical to the mission and organizational goals of the Department. The promotion and salary increase is in line with Strategic Plan Goals of *Workforce Excellence Goal 2, Organizational Effectiveness Goal 3, and Fiscal Responsibility Goal 4.*

Based on this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by March 14, 2005, we will authorize the OAAC to proceed with this appointment.

Please contact Quinn McCauley of my staff at 213 893-2534, if you require additional information.

DEJ:DL
ADC:QM:lbm

Attachment

c: Executive Officer of the Board of Supervisors
Office of Affirmative Action Compliance
Department of Human Resources



Q. McConley
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yf

**COUNTY OF LOS ANGELES
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**

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DENNIS A. TAFOYA
Director

February 17, 2005

To: David E. Janssen
Chief Administrative Officer

From: Dennis A. Tafoya
Director

Dennis A. Tafoya

Subject: **MAPP HIRING REQUEST/ MANAGEMENT APPOINTMENT**

The Office of Affirmative Action Compliance (OAAC) is requesting approval to fill one permanent budgeted position allocated in the Fiscal Year 2004-05 Adopted Budget. A copy of the OAAC's updated Item Control is attached for your information. The subject position is listed below by program section, followed by a justification for filling the position:

<u>Section</u>	<u>Vacancy Number</u>	<u>Position</u>
Health Services Investigations	1.0	Senior Deputy Affirmative Action Compliance Officer (Senior DAACO)

The vacant Senior DAACO position manages the work of the Health Services Investigations (HSI) Section and supervises the work of six employees who are responsible for centrally receiving all discrimination complaints filed within the Department of Health Services (DHS), assessing for jurisdiction, developing investigative plans, conducting in-depth investigations including witness interviews, and submitting final investigative reports with findings to DHS for follow-up corrective actions, as warranted. HSI is responsible for handling approximately 200 employment discrimination complaint investigations and generating approximately 17.5% (\$1,014,000) of the Department's budgeted revenue. Failure to fill this position will hinder the OAAC's ability to effectively manage investigations and early resolution of employment discrimination complaints filed by DHS employees; mitigate County liability emanating from the complaints; and will severely impact revenue generation.

MANAGEMENT APPOINTMENT

Consequently, in accordance with the Board's policy on management appointments, I am requesting authorization to appoint Mr. Floyd McDonald, Deputy Affirmative Action Compliance Officer (DAACO), Salary Schedule 94E, \$5,713.73 monthly and/or \$68,564.76 annually, to Senior Deputy Affirmative Action Compliance Officer, Management Appraisal and

Performance Plan (MAPP) Salary Range 9, \$6,823.36 monthly and/or \$81,880.32 annually, effective February 15, 2005. The change in salary reflects a 19.4% increase from his current salary and places him within the second quartile of Salary Range 9.

In determining the salary placement, the following relevant factors were considered:

- Comparison of current salaries between six subordinate staff, one of whom earns \$6,723.55 monthly and/or \$80,682.60 annually, or 17.7% (\$1,009.82) more than Mr. McDonald's current salary;
- Comparison of salary equity between seven other managers who hold similar levels of responsibility in the Department;
- Disparity of salaries due to salary compression (see OAAC Salary Inequities below);
- Consideration of over 22 years of federal, state, and County experience which includes extensive investigation experience while working with the United States Air Force, the Department of Fair Employment and Housing (DFEH), and the Los Angeles County Sheriff's Department's Equity Investigations Unit;
- Possession of a Business Administration, Bachelor's of Science degree; and
- Consideration of the scope and difficulty of the responsibilities for managing the Health Services Investigations Section of the Department.

The requested 19.4% salary increase will create a 1.5% salary differential between Mr. McDonald and his highest paid subordinate staff and place him at a level commensurate with his new responsibilities as a manager and the experience and knowledge he possesses.

OAAC Salary Inequities

My Department has serious salary inequities because of MAPP salary compression and salary disparity. MAPP salaries have stagnated over the past five years which has created a marginal salary differential between MAPP participants and those on regular scheduled step advances. In addition, OAAC classification compensation has not been reviewed or adjusted since the items were ordinated in 1978. OAAC mission classes: Director, Chief Deputy, Senior Deputy Compliance Officer, and Deputy Compliance Officer salaries are not currently being compensated commensurate with increased responsibilities over the years.

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Salary compression has been created in my Department as a result of managers' MAPP salary stagnation contrasted with regularly scheduled step advances received by non-MAPP subordinates. As a result, my non-supervisory Deputy Compliance Officers are compensated at almost the same salary level as my supervisory Senior Deputy Compliance Officer staff. Approval to place Mr. McDonald at the requested salary will correct the Senior Deputy Compliance Officer salary compression and create a 1.5% salary differential between Mr. McDonald's Senior Deputy Compliance Officer position and his highest paid subordinate staff.

I look forward to your favorable consideration and am available to elaborate on this request at your convenience. Please contact me at 974-1087, or your staff may contact Lorraine P. Navarro, Administrative Deputy, at 974-1025.

DAT:MVC:LPN:EBC:ebc
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Attachment (1)

c: Quinn McCauley